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ABSTRACT

The manual provides information on incentives for employers and businesses hiring persons with special needs in rural areas. A list of facts is presented to dispel common myths employers may have regarding workers with disabilities. Monetary incentive programs, including federal/state programs and programs for specific disabling conditions, are reviewed. A section on resource information addresses such topics as income taxes and assistance/advocacy organizations. Job access and accommodation factors are considered as well as job placement information. Additional sections address small business ownership and self employment, computer training, employee incentives, films and videotapes on employment/accessibility, legislation related to employment aid training (including income maintenance legislation, transportation, and vocational rehabilitation). A listing of legal assistance agencies and three pages of references conclude the manual. (CL)

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EMPLOYMENT INCENTIVES MANUAL

How to Motivate Businesses to Hire Individuals With Disabilities

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INTRODUCTION

This manual was developed as part of the American Council on Rural Special Education (ACRES) national project regarding Transition Services for Rural Students with Disabilities. The manual provides information on incentives for employers and businesses hiring persons with special needs. Monetary incentives, such as tax credits and supplemental training funds, are described and contact addresses are listed.

ACRES conducted the National Study of Transition Programs for Rural Students with Disabilities (Helge, 1984). This study examined programs in 100 geographically representative rural areas and determined serious needs for appropriate transition programs and employer education. Relevant findings were that:

1) Ratings of community attitudes regarding employability of persons with disabilities, on a scale of 1 to 5, 1 being "absolutely not employable" and 5 being "always employable", were:

mildly handicapped	4.03
moderately handicapped	2.82
severely handicapped	1.49

2) Only 30% of the respondents had any joint school/business program to aid people with disabilities.

3) Businesses often lacked knowledge and motivation regarding hiring individuals with disabilities. The majority of rural industries and other businesses are typically small, and their leaders are unaware of tax and other incentives to hire those with disabilities. Managers are also not aware of resources available to businesses that do hire people with handicaps. Most personnel directors and managers do not know how to test or train severely handicapped applicants for work abilities. (Helge, 1984)

This manual outlines financial incentives available to employers who hire individuals with disabilities. Also provided is a list of facts to dispel common myths employers may have regarding workers with disabilities; these facts were obtained through research and can be used to educate potential employers. Additional information, films, videotapes, and organizations providing assistance are described and can also be used to educate employers regarding the benefits of hiring persons with disabilities.

The manual contains resources and references for information on:

1) job accommodation and modification;
2) films and videotapes that may be used for employer/community education regarding employment of people with disabilities;
3) resources available for people desiring to own a business;
4) current legislation relevant to people with disabilities;
5) the legal status of State Supplemental Income and Social Security Disability Income benefits while an individual is gainfully employed.

I. DISPELLING MYTHS ABOUT HIRING EMPLOYEES WITH SPECIAL NEEDS

There are a number of myths about hiring employees with disabilities. These myths are believed to be true by some businesses and employers, and may be the reasons people with special needs are not hired by a particular employer.

In this section, these myths will be explored and the facts, gathered through research studies and surveys, will be stated.

> The information in this section is excerpted from Job-Match: The Process for Interviewing and Hiring Qualified Handicapped Individuals, with permission from the authors, Ruth Bragman and Joyce Couch Cole (1984). Specific publications documenting this information are listed in the reference section.

Myth - The cost of hiring and accommodating persons with disabilities would exceed any possible economic benefit.

Fact - Gainfully employed individuals, handicapped or otherwise, contribute approximately 6-10 percent of their total income to Federal, state, and local governments in taxes. This adds to the revenue of the governments. Also, the Federal and state governments save money by reducing the number of persons with special needs dependent on State Supplemental Income and Social Security Disability Income benefits (United States Commission on Civil Rights, 1983).

Myth - Providing job-site access, accommodation, and/or modification will be quite costly.

Fact - The findings of a recent research study were that:
- 51 percent of the accommodations made **were cost free**;
- 30 percent of the accommodations cost **less than $500**; and
- **only** 8 percent cost over $2,000.

(Berkeley Planning Associates, 1982)

Myth - Insurance rates and Workers' Compensation rates will increase after hiring persons with disabilities.

Fact - Of businesses hiring people with disabilities, 90 percent reported that insurance rates **did not** increase after hiring employees with disabilities. Both insurance and workers' compensation rates are based on the employer's previous record; a new employee, disabled or not, will not affect the previous record (Brantman, 1978; U.S. Chamber of Commerce, 1974).

Myth - Handicapped workers will be more likely to be injured on the job, and will affect the safety of other employees.

Fact - In safety records, 96 percent of employees with disabilities were rated average or above average; this is higher than the nonimpaired employees' rating of 92 percent average or above (Du Pont de Nemours, 1982).

Myth - Disabled workers will be less productive and less able to perform the job than non-disabled workers.

Fact - Job performance ratings for disabled workers are comparable to that of non-disabled workers: 91-92 percent of disabled workers and 91 percent of non-disabled workers were rated average or above in job performance (Du Pont de Nemours, 1982).

Myth - Attendance rates and job retention rates will be poorer for disabled employees than non-disabled employees.

Fact - The rating for job attendance for employees with handicaps ranged from 85-95 percent as average or above average, compared to 90 percent for non-handicapped employees. In addition, job turnover rates for employees with disabilities are the same or lower than the turnover rate for non-disabled workers (Du Pont de Nemours, 1982).

(Bragman and Cole, 1984)

Many benefits of hiring people with disabilities are intangible. In a community where people know each other, hiring disabled workers can increase good will and add social responsibility to the employer's public image. This may sound like a matter of good public relations, but it also makes good business sense. Businesses and industries are often seen as uninvolved in the actual lives of the consumers; caring enough to provide special accommodations for individual employees can change that image.

Job accommodation may simply mean an employee in a wheelchair will be given the parking spot nearest the entrance; co-workers do not consider this to be unfair or a misuse of privilege. If there is not an available ramp, many state or local agencies will install one **at no expense to the employer.**

In addition, employers report an unexpected benefit of hiring persons with disabilities: when a non-disabled co-worker sees a person with a disability performing well on the job, the non-disabled worker also tries harder. Perhaps it is reassuring for an employee to know that if he or she is disabled through injury, he/she could continue working for the same employer.

II. MONETARY INCENTIVE PROGRAMS

FEDERAL/STATE PROGRAMS

Targeted Jobs Tax Credit

The Targeted Job Tax Credit (TJTC) is a program where employers earn income tax credit by hiring persons in specified target categories. Persons with certain disabilities are included in the targeted population. Individuals must have a certificate of eligibility from the state Department of Vocational Rehabilitation which documents that they are disabled and covered by TJTC; such certification must be presented to the employer for that employer to receive the tax credit. State employment security agencies, local Private Industry Councils, and the Department of Developmental Disabilities can also refer individuals to employers for Targeted Job Tax Credits.

Public schools may certify students under the age of 19 who qualify for TJTC. This documentation must also be presented to the employer. In addition, economically disadvantaged youth who are participants in an approved cooperative education program, or who are summer employees only, may qualify for TJTC.

Income tax credits received may total up to $3,000 per employee for the first year of employment, and up to $1,500 per employee for the second year. The actual amount of tax credit received will vary depending on the total number of eligible employees and the business' gross income. The more TJTC employees hired, the greater the tax credit. The length of the tax credit is 24 months. The "Internal Revenue Service Form 5884--Jobs Credit" is filed with the employer's income tax return; this form covers all TJTC-eligible employees.

The TJTC Program was originally authorized until December 31, 1985. As of March 15, 1986 extension of TJTC has been approved by both the House and the Senate and suggested amendments are being considered before final extension of TJTC.

*Contact:

National Alliance of Business, 1015 15th Street N.W., Washington, D.C. 20005; (202) 457-0040.

Higher Education and the Handicapped (HEATH), One Dupont Circle N.W., Washington, D.C. 20036-1193; toll-free 1-800-54-HEATH.

Also contact your local Private Industry Council, Employment Service, or State Department for Vocational Rehabilitation.

Job Training Partnership Act

Under the Job Training Partnership Act (JTPA) federal, state, and local resources are coordinated to provide job training for disadvantaged, disabled, and/or unemployed persons. JTPA recipients may receive employer-based training, institutional-based training, or other training services required.

Employer-Based Training - A JTPA-eligible employee may be hired for on-the-job training; JTPA will reimburse the employer or business up to 50 percent of the entry-level wage during the training period. The training period varies depending on the complexity/difficulty of the job.

Youths attending high school or its equivalent are eligible for part-time and short-term jobs and training. JTPA funds will pay for an employee's training period, up to 250 hours at entry-level wages. The employer, after training, would then hire the employee and provide the salary.

Institutional-Based Training - JTPA funds may provide for: enrollment for job training to meet local job demands; remediation and basic skill training; enrollment in a high school equivalency or GED program; or specialized instruction in English as a second or foreign language for non-English speaking participants.

Other Training Required - JTPA funds are also available for orientation about JTPA, assistance in job search and placement, and pre-employment training. Additional financial assistance, depending on individual need, may be provided for: transportation to and from work; clothing necessary for certain jobs (i.e. work boots, uniforms); special services and materials for persons with special needs; child care for dependents of the employee; and other reasonable expenses required for gainful employment.

*Contact:

National Alliance of Business, 1015 15th Street N.W., Washington, D.C. 20005; (202) 457-0040.

Higher Education and the Handicapped (HEATH), One Dupont Circle N.W., Washington, D.C. 20036-1193; toll-free 1-800-54-HEATH.

Also contact your local Private Industry Council, the state Governor's Office, State Job Training Coordinating Council, and the Employment Service Agency.

*The Vocational Studies Center can provide training and resource materials in the use of the JTPA programs. Contact: The Vocational Studies Center, University of Wisconsin, 964 Educational Sciences Building, 1025 West Johnson Street, Madison, WI 53706; (608) 263-3696.

Projects With Industry

Projects With Industry (PWI) is funded by grants administered by the Rehabilitation Services Administration, U.S. Department of Education. PWI provides assistance for industry and local rehabilitation agencies working together to train disabled people for employment. PWI includes: skill training and employment in the competitive market; support services; expansion of job opportunities through modification and accommodation; and some placement referral services.

Examples of PWI programs are: IBM Computer Training for the Disabled, with over 30 training sites administered locally; a joint program with the National Restaurant Association; and a partnership program with the aeronautics industries in Seattle.

*Contact: Arthur Cox, Project Officer, Projects With Industry, Rehabilitation Services Administration, United States Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20201; (202) 732-1333.

Vocational Rehabilitation On-The-Job Training

The Vocational Rehabilitation On-The-Job Training (OJT) is a joint program between Vocational Rehabilitation and an employer. The employer and Vocational Rehabilitation contract to share payment of wages for a period of time considered on-the-job training for an employee with a disability.

Vocational Rehabilitation may pay up to 50 percent of the first month's wages, and 25 percent for the second month of the training period. Alternative individual training agreements can be negotiated.

Vocational Rehabilitation also offers services such as training for co-workers of employees with disabilities; technical assistance for accessibility and work-site modification; and aid in working with personal problems of employees (due to alcoholism, emotional problems, etc.).

*Contact: your local Vocational Rehabilitation office.

PROGRAMS FOR SPECIFIC DISABLING CONDITIONS

Association for Retarded Citizens (ARC) On-The-Job Training

The Association for Retarded Citizens of the United States provides funding for on-the-job training (ARC-OJT) for persons with mental retardation. The national program is funded through June 30, 1986, and may be extended at that time.

The ARC-OJT Project reimburses an employer one-half (50 percent) of the entry-level wage for the first 160 hours of employment (four weeks of full-time work), and reimburses one-quarter (25 percent) of entry-level wages for the second 160 hours (four weeks of full-time employment).

This program is open to all employers except federal agencies, apparel manufacturers, sheltered workshops, religious-affiliated schools or agencies, and seasonal employers.

To be eligible for ARC-OJT, the employee must be mentally retarded with a measured IQ of 80 or below; be at least 16 years old; and be unemployed for at least seven consecutive days, officially enrolled in school, or be working part-time but seeking full-time gainful employment.

*Contact: Michael Stumbaugh, National Director - OJT Project, Association for Retarded Citizens, 2501 Avenue J, Arlington, TX 76006; (817) 640-0204; or contact your local ARC office.

Training and Placement Service - Epilepsy Foundation of America

The Epilepsy Foundation of America manages the Training and Placement Service (TAPS), a program to place persons with epilepsy in competitive and long-term employment.

TAPS can provide job skill training for future employees, as well as peer support for potential employees. TAPS staff provide employers and co-workers with education-about-epilepsy workshops, and the staff follow up on newly hired employees for the first year of employment.

TAPS can also provide on-the-job training funds. An employer may be reimbursed one-half (50 percent) of entry-level wages for the first 320 hours of work, and if necessary, one-half of the second 320 hours of salary. Only eligible employees may be covered by on-the-job training funds.

*Contact: Training and Placement Service, Epilepsy Foundation of America, 4351 Garden City Drive, Suite 406, Landover, MD 20785; (301) 459-3700.

Additional Resources

Often, a professional organization has special training materials for employees with special needs. For example, the National Restaurant Association's Human Resources Program coordinates special training for employment in food handling/services. If you belong to a professional organization, or if a potential employer does, contact that organization and inquire about training programs or materials for workers with special needs.

Other organizations may have special programs for disabled workers within that field, especially if the employment is potentially hazardous. Veterans' Compensation and Special Benefits for Disabled Coal Miners are just two examples. Again, contact your specific professional organization and ask about benefits and programs for employees who have become disabled due to job-related causes.

III. RESOURCE INFORMATION

Income Tax Information

Two special reports, issued by the President's Committee on Employment of the Handicapped, summarize the federal income tax code concerning disabled persons and employers of people with disabilities. Taxes and Disability and Disability and Employment are available to interested persons.

*Contact: President's Committee on Employment of the Handicapped, 1111 20th Street N.W., Suite 600, Washington, D.C. 20036.

Additional, updated information may be obtained from: National Alliance of Business, 1015 15th Street N.W., Washington, D.C. 20025; (202) 289-2910.

Tax Incentive/Benefit Information

Tax Incentives and Tax Benefits for the Employers of Disabled Persons is an updated fact sheet briefly outlining incentives and benefits for employers hiring persons with disabilities. HEATH (Higher Education and the Handicapped) published a recent edition in April 1985. This two-page fact sheet outlines most of the monetary incentive programs described in the previous chapter.

*Contact: HEATH, One Dupont Circle N.W., Washington, D.C. 20036-1193; toll-free 1-800-54-HEATH.

National Institute of Handicapped Research

The National Institute of Handicapped Research publishes "Rehab Brief," a four-page digest of research on topics of interest to rehabilitation professionals and others. Topics have included: job placement for people with disabilities, suggestions for employers, job training, and incentives/benefits.

*Contact: National Institute of Handicapped Research, Mail Stop 2305, Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202.

Rehabilitation Information Organizations

The organizations listed below can provide information on rehabilitation, current legislation relating to persons with disabilities, tax benefits and incentives, and support services. A number of these organizations also have job placement services. Also included are associations responsible for standards of educating/training of rehabilitation therapists and standards for rehabilitation facilities.

American Association for Rehabilitation Therapy
P.O. Box 93
North Little Rock, AR 72116
(207) 623-8411

The AART promotes the use and practice of rehabilitation medicine, and establishes standards for education/training of therapists.

American Rehabilitation Counseling Association
5999 Stevenson Avenue
Alexandria, VA 22304
(703) 823-9800

ARCA promotes the emotional, mental, physical, and social rehabilitation of persons with disabilities.

Clearinghouse on the Handicapped
Department of Education
Office of Information and Resources for the Handicapped
Room 3132-2319, Switzer Building
Washington, D.C. 20202
(202) 732-1245

The Clearinghouse has information on current legislation, tax benefits and incentives, and working with disabled employees.

Commission on Accreditation of Rehabilitation Facilities
2500 N. Pantano Road
Tucson, AZ 85715
(602) 886-8575

This commission establishes standards for and accredits facilities providing work adjustment, outpatient rehabilitation, infant/childhood development, etc.

Council of State Administrators of Vocational Rehabilitation
1055 Thomas Jefferson Street N.W.
Washington, D.C. 20007
(202) 638-4634

This council advises federal agencies in developing policies which affect rehabilitation of disabled persons.

Mainstream, Inc.
1200 15th Street N.W.
Washington, D.C. 20005
(202) 833-1136 (Voice/TDD)

Mainstream, Inc. is a nonprofit organization seeking to create equal employment opportunities for people with disabilities. Information is available on insurance, medical standards, and employment of people with disabilities. A job-placement program is also available in Washington, D.C. and Dallas, TX.

National Association of Rehabilitation Facilities
P.O. Box 17675
Washington, D.C. 20015
(703) 556-8848

This organization promotes expansion and improvement of rehabilitative services to individuals with disabilities, and is concerned with operational standards of rehabilitation facilities.

National Council on Rehabilitation Education
738 Ninth Street S.E.
Washington, D.C. 20003
(202) 232-6963

The goal of the National Council is to develop standards and determine skills/training necessary for effective rehabilitation.

National Institute for Rehabilitation Engineering
97 Decker Road
Butler, NJ 07405
(201) 838-2500

The Institute provides services to advise, plan, and implement rehabilitation programs, and constructs adapted equipment. This organization will not refuse services to individuals due to lack of funds.

National Network for Professional Development in Vocational Special Education
Office of Career Development for Special Populations
College of Education, University of Illinois at Urbana-Champaign
1310 South Sixth Street
Champaign, IL 61820
(217) 333-2325

The National Network for Professional Development in Vocational Special Education has published a Resource Directory. The Directory is organized alphabetically by state; in each state, listings include resources, networks, and organizations assisting in employment of persons with disabilities.

National Organization on Disability
2100 Pennsylvania Avenue N.W., Suite 234
Washington, D.C. 20037
(202) 293-5960 (Voice) (202) 293-5968 (TDD)

The National Organization on Disability (NOD) works with other national, state, and local organizations to provide information on programs for persons with disabilities. A quarterly newsletter, **Report**, is also available free of charge.

National Rehabilitation Association
633 South Washington Street
Alexandria, VA 22314
(703) 836-0850 (Voice/TDD)

The National Rehabilitation Association (NRA) has seven separate divisions: job placement; rehabilitation counseling; rehabilitation administration; vocational evaluation and work adjustment; independent living; rehabilitation instructors; and support staff. Information is available from all of these divisions. NRA is active in development of educational and training programs and the concerns of professionals working with people with disabilities.

National Rehabilitation Information Center (NARIC)
Catholic University of America
4407 8th Street NE
Washington, D.C. 20017
(202) 635-5822 (Voice/TDD)
Toll-free: 1-800-34-NARIC

NARIC houses a rehabilitation information resource library, which includes research reports, books, microfiche, and audio-visual materials. NARIC also operates a national computerized data bank (ABLEDATA) which contains resource information on rehabilitation products and assistive devices.

Rehabilitation Engineering Society of North America
4405 East-West Highway, Suite 402
Bethesda, MD 20814
(301) 657-4142

The Society develops and designs rehabilitation devices, provides information on housing/transportation modification, and provides a placement service.

Rehabilitation International, USA
1123 Broadway
New York, NY 10010
(212) 420-1500

Rehabilitation International USA (RIUSA) operates an international film library, publishes and distributes several newsletters and journals, disseminates international rehabilitation information, and organizes international conferences on rehabilitation.

Rehabilitation Research Institute
Academic Center T-605
George Washington University
Washington, D.C. 20502
(202) 676-2624

The Rehabilitation Research Institute (RRI) advocates equal employment opportunities for individuals with disabilities. Publications include a series of booklets dealing with attitudes toward various disabling conditions, employment rights, recreation, and reference lists.

Rehabilitation Services Administration
Department of Education
330 C Street S.W.
Washington, D.C. 20202
(202) 732-1294

This Federal office supports training, rehabilitation facilities, service projects, and independent living initiatives.

Society for the Rehabilitation of the Facially Disfigured
550 First Avenue
New York, NY 10016
(212) 340-5400

The Society provides surgical and rehabilitation services for patients with facial disfigurements and patients requiring hand and microsurgical reconstruction.

Assistance and Advocacy Organizations

The organizations listed below can provide advocacy, support, and assistance to disabled people seeking employment. Other services available include financial assistance, job training and placement, information on housing and transportation, and health and medical information. Some of these organizations are limited to certain persons, such as veterans; other associations serve people with specific disabilities, such as blind/visually impaired.

Accent on Information
P.O. Box 700
Bloomington, IL 61701
(309) 378-2961

Accent on Information maintains a computerized retrieval system which accesses information on subjects relevant to handicapped persons.

Access for the Handicapped
1012 14th St. N.W., Suite 803
Washington, D.C. 20005
(202) 783-1134

Access for the Handicapped monitors and evaluates technology for persons with disabilities, conducts accessibility studies, acts as a public interest advocate, and coordinates a job placement service.

American Coalition of Citizens with Disabilities (ACCD)
1200 15th St. N.W., Suite 201
Washington, D.C. 20005
(202) 785-4265

ACCD assists people with disabilities in obtaining and protecting their rights to employment, education, housing, transportation, and health care.

Association of Rehabilitation Programs in Data Processing
P.O. Box 2404
Gaithersburg, MD 20879
(301) 840-4980

This association is dedicated to providing data processing as a career option for persons with special needs.

Blinded Veterans Association
1735 Desales St. N.W.
Washington, D.C. 20036
(202) 347-4010

The Blinded Veterans Association assists blinded veterans to re-establish themselves in their communities. BVA also sponsors two employment programs.

Braille Institute
741 N. Vermont Avenue
Los Angeles, CA 90029
(213) 663-1111

The Braille Institute provides rehabilitation, job placement, and counseling services. The Institute also maintains a free library of close to 400,000 volumes in Braille and audio recordings.

Commerce Business Daily
Superintendent of Documents,
Government Printing Office
Washington, D.C. 20202
(202) 783-3238

Commerce Business Daily produces publications which make public hundreds of new business proposals for products/services wanted or offered by the U.S. Government.

Committee for Purchase from the Blind and Other Severely Handicapped
1755 Jefferson Davis Highway, Suite 1107
Arlington, VA 22202
(703) 557-1145

This Presidential Committee assists the federal government in obtaining selected commodities and services produced by blind, visually impaired, and severely disabled individuals.

Consumers Organization for the Hearing Impaired (COHI)
P.O. Box 8188
Silver Spring, MD 20907
(301) 593-1636

One objective of this organization is to enforce equal opportunity laws, including employment. COHI also disseminates information about assistive devices and promotes accessibility to all means of communication, including telephone/hearing aid compatibility.

Council for Exceptional Children
1920 Association Drive
Reston, VA 22091
(800) 336-3738

The Council for Exceptional Children is a national organization working to improve the lives of handicapped individuals. CEC also operates the ERIC Clearinghouse on Handicapped and Gifted Children. A number of publications are available on transition programs and vocational education.

Disabled American Veterans (DAV)
3725 Alexandria Pike
Cold Spring, KY 41076
(606) 441-7300

DAV has offices in all 50 states; services include free legal advice, counseling, processing of veterans' claims for compensation and benefits, and emergency assistance.

Employment Standards Administration and Employment and Training Administration
Department of Labor
200 Constitution Avenue N.W.
Washington, D.C. 20210
(202) 523-6666

This federal administration deals with issues affecting handicapped workers, provides specialized services for disabled individuals, and serves handicapped youth through training and employment. The agency also administers regulations governing handicapped workers.

ERIC Clearinghouse for Adult, Career, and Vocational Education
Ohio State University
1960 Kenny Road
Columbus, OH 43210
(800) 848-4815

The ERIC Clearinghouse collects and disseminates unpublished materials on adult basic education, career education, and prevocational and technical education for special needs populations.

Federal Programs Advisory Service
2120 L Street N.W., Suite 210
Washington, D.C. 20037
(202) 872-1766

This is a nongovernmental organization that provides accurate and timely information to those responsible for implementing major federal programs serving the handicapped.

Goodwill Industries of America
9200 Wisconsin Avenue
Bethesda, MD 20814
(301) 530-6500

Goodwill Industries provide employment, training, placement, and other vocational services.

Handicapped Concerns Staff - Department of Education
400 Maryland Avenue S.W., Room 2125 FOB 6
Washington, D.C. 20202
(202) 245-0873

The Handicapped Concerns Staff provides information to programs and individuals working to improve vocational and educational services for persons with disabilities.

Health Care Financing Administration
Department of Health and Human Services
200 Independence Avenue S.W.
Washington, D.C. 20201
(301) 594-3075

This administration oversees Medicare and Medicaid. Employees respond to inquiries from the public regarding federal medical programs.

Human Resources Center
I. U. Willets Road
Albertson, NY 11507
(516) 747-5400

The Human Resources Center provides employment for over 200 adults with disabilities, and provides disabled youths with vocational, educational, social, and recreational opportunities. The Center also has a tuition-free school for 230 severely impaired individuals.

Independent Visually Impaired Enterprises (IVIE)
1211 Connecticut Avenue N.W., Suite 506
Washington, D.C. 20036
(800) 424-8666

IVIE seeks to broaden vocational opportunities in business, and to improve rehabilitation facilities for all types of business enterprises.

Information Center for Individuals with Disabilities
20 Park Plaza, Room 330
Boston, MA 02116
(617) 727-5540

The Center assists individuals with appropriate education and resources, and will refer people to other agencies for further services/information.

Institute for Labor and Mental Health
3137 Telegraph Avenue
Oakland, CA 94609
(415) 653-6166

The Institute assists working people with problems related to the work place and assists unions in handling stress-related disabilities. Staff also provide counseling and legal support to union members.

International Center for the Disabled
340 E. 24th Street
New York, NY 10010
(212) 679-0100

The Center provides consultation, service, and training to the business community regarding disability prevention and hiring and retraining disabled employees.

Just One Break
373 Park Avenue South
New York, NY 10016
(212) 725-2500

Just One Break (JOB) places people with disabilities in competitive employment and sponsors public education programs and research projects.

Little City Foundation
4801 W. Peterson Avenue
Chicago, IL 60646
(312) 282-2207

This is a residential community for children with retardation, which has been a pioneer in treatment, research, and rehabilitation. Vocational training and independent living skills are included in the program.

Louis Braille Foundation for Blind Musicians
215 Park Avenue South
New York, NY 20003
(212) 982-7290

The Foundation develops vocational opportunities for blind musicians and composers. Services include counseling, dictation and transcription, and placement.

Mended Hearts
7320 Greenville Avenue
Dallas, TX 75231
(214) 750-5442

Mended Hearts works for the removal of barriers to gainful employment for heart surgery patients and also provides advice, encouragement, and other services.

National Alliance for the Mentally Ill
1200 15th St. N.S., Suite 400
Washington, D.C. 20005
(202) 883-3530

This national organization provides employment counseling and psychosocial rehabilitation; educates the public; monitors treatment, rehabilitation, and support services; and provides emotional support and practical guidelines.

National Amputation Foundation
1245 150th Street
Whitestone, NY 11357
(212) 767-0596

This is a veterans' organization to help amputees find employment and live independently.

National Association of Vocational Education Special Needs Personnel
Indiana University of Pennsylvania
Indiana, PA 15705
(412) 357-4434

This professional organization unifies special vocational education personnel and provides opportunities for professional interaction and growth.

National Community Action Foundation
2101 L Street N.W., #906
Washington, D.C. 20037

The Action Foundation assists low-income families in obtaining employment and adequate housing, and in becoming self-sufficient.

National Fraternal Society of the Deaf
1300 W. Northwest Highway
Mt. Prospect, IL 60056
(312) 932-9282

The Society works to eliminate discrimination in employment, to protect the right for hearing impaired individuals to drive, and to ensure educational and other legal rights.

National Handicapped Foundation
6910 Green Manor Drive
Louisville, KY 40228
(502) 239-7676

NHF can provide tools and equipment for unemployed individuals. Other resources include grant writers and educational materials.

National Head Injury Foundation
18-A Vernon Street
Framingham, MA 01701
(617) 879-7473

This organization serves individuals disabled by head injury. Information is provided on employment, rehabilitation, education, and legal rights.

National Industries for the Blind
524 Hamburg Turnpike
Wayne, NJ 07470
(201) 595-9200

National Industries sponsors workshops in 33 states; the workshops employ blind persons who produce goods and services for the government. Training programs provide job skills for multi-handicapped blind individuals.

National Industries for the Severely Handicapped
2235 Cedar Lane
Vienna, VA 22180
(703) 560-6800

This organization provides jobs for severely disabled individuals, and provides technical assistance to sheltered workshops. National Industries will also assist workshops in obtaining federal grants.

National Spinal Cord Injury Association
149 California Street
Newton, MA 02158
(617) 964-0521

This Association provides information to persons with spinal cord injuries and their families and conducts independent living and rehabilitation programs.

Office of Special Education Programs (OSEP)
Office of Special Education and Rehabilitation Services
Department of Education
400 Maryland Avenue S.W., Room 3511-2313
Washington, D.C. 20202
(202) 732-1007

OSEP is the principal agency for developing federal programs and projects relating to the education and training of handicapped children.

One to One
215 Park Avenue South
New York, NY 10003
(212) 460-5133

One to One develops community-based alternatives to institutions for disabled individuals.

Paralyzed Veterans of America
801 18th Street N.W.
Washington, D.C. 20006

PVA assists veterans in employment, training, housing, and obtaining VA benefits.

Protestant Guild for the Blind
130 Common Street
Belmont, MA 02178
(617) 484-7700

The Guild operates rehabilitation schools and provides placement services, predominantly in the New England area.

Selective Placement Programs Division
Office of Personnel Management
1900 E Street N.W., Room 7317
Washington, D.C. 20415
(202) 632-5687 632-6873 (TDD)

The Selective Placement Programs Division provides employment information and technical assistance. A current publication is the Handbook of Selective Placement of Persons with Physical and Mental Handicaps in Federal Civil Service Employment.

Veteran's Administration
810 Vermont Avenue N.S.
Washington, D.C. 20420
(202) 393-4120

The VA provides vocational counseling, rehabilitation, and other services for disabled veterans.

Vocational Evaluation and Work Adjustment Association
633 S. Washington Street
Alexandria, VA 22314
(703) 836-0850

This organization advocates for persons with disabilities and conducts educational programs for the general public.

The Youth Project
1555 Connecticut Avenue N.W., Room 501
Washington, D.C. 20036
(202) 483-0030

The Project sponsors workshops and training on economic self-sufficiency and local fundraising.

Employers' and Co-Workers' Guides/Programs

The Complete Guide to Employing Persons With Disabilities, edited by Henry McCarthy, is a reference manual for employers hiring persons with disabilities. Sections of the book include implementation of affirmative action policies; conducting employment interviews; ability testing for persons with special needs; optimal job placement; and employee assistance programming.

The Guide is available for $9.95 from Rehabilitation Research and Training Center, The Human Resources Center, I.U. Willets and Searingtown Roads, Albertson, New York 11507.

Supervising Handicapped Employees and Working With Handicapped Employees are two guides available for employers and co-workers who work with people with special needs. Both brochures provide clear and concise guidelines for working with employees with disabilities and address concerns frequently expressed by employers and co-workers. Single copies of both brochures are available free of charge.

*Contact: President's Committee on Employment of the Handicapped, 1111 20th Street N.W., Washington, D.C. 20036; (202) 653-5024.

Provisions for Information to Employers is a program designed to train employers and co-workers working with individuals with disabilities. Training workshops are conducted; information included in the training covers ways to contact employers, job training, social interactions, and information about specific disabling conditions.

Materials may be purchased for individuals/organizations conducting their own training programs. Publications include a trainer's manual, overhead transparency masters, a participant's handbook, and a handbook for supervisors of persons with disabilities.

*Contact: Provisions for Information to Employers, Everett School District, Department of Special Services, 202 Alder, Everett, WA 98203; (206) 339-4335.

IV. JOB ACCESS AND ACCOMMODATION

Sometimes, physical barriers may interfere with maximal job productivity or participation by employees with disabilities. A number of programs and resource centers can assist employers in making a job or job site more accessible to people with special needs.

Tax Credit to Businesses for Barrier Removal

Businesses may take a one-time tax deduction of up to $35,000 for the removal of architectural or transportation barriers. **The Federal Tax Reform Act was extended until December 31, 1985; additional extension is being considered by Congress as of this printing.** To receive a copy of the regulations,

*Contact: Office of the Counsel General, Internal Revenue Service, 1111 Constitution Avenue N.W., Room 4320, Washington, D.C. 20224; (202) 566-4473.

Job Accommodation Network

The Job Accommodation Network (JAN) is operated by the President's Committee on Employment for the Handicapped in cooperation with the Rehabilitation Services Administration and the National Institute of Handicapped Research. JAN operates a data bank containing specific information on how employers can make accommodations for employees and applicants with disabilities. JAN provides an opportunity for employers to talk with other employers who have implemented successful accommodations.

JAN services are provided free of charge, and the telephone line is toll-free.

*Contact: Job Accommodation Network, President's Committee on Employment of the Handicapped, P.O. Box 468, Morgantown, WV 26505; 1-800-JAN-PCEH.

President's Committee on Employment of the Handicapped

In addition to co-sponsoring the Job Accommodation Network, the President's Committee on Employment of the Handicapped publishes and disseminates free information on employment for people with disabilities, accessibility, and modification of the worksite.

*Contact: President's Committee on Employment of the Handicapped, 1111 20th Street N.W., Washington, D.C. 20036; (202) 653-5010 (Voice); (202) 653-5337 (TDD).

Adaptation/Accommodation Device Data Bank

The University of North Dakota is establishing a computer data base that will catalog devices and techniques that meet the special needs of disabled people in rural areas. Items include products, devices, or services that advance transportation, employment, communication, and accessibility needs of people with disabilities.

*Contact: Office of Clinical Development, Medical Center Rehabilitation Hospital, Box 8202 University Station, Grand Forks, ND 58202; (701) 780-2489.

Access for the Handicapped

Access for the Handicapped tests and evaluates technology, conducts accessibility studies, and provides seminars and professional training.

*Contact: Access for the Handicapped, 1012 14th Street N.W., Suite 803, Washington, D.C. 20005; (202) 783-1134.

National Access Center

The National Access Center is working to make public services more accessible. This is an information and referral center.

*Contact: National Access Center, c/o Larry Molloy, 365 W. 20th Street, #12C, New York, NY 10011.

Overcoming Mobility Barrier, International

This organization establishes safety standards for special equipment used in modifying vehicles and trains handicapped drivers in the use of special equipment.

*Contact: Overcoming Mobility Barrier, International, 1022 S. 41st Street, Omaha, NE 68105; (402) 342-5658.

Phone - TTY

Phone - TTY will install Braille phone/teletype equipment in the homes of blind and/or deaf individuals. Phone - TTY researches, designs, and manufactures other communication devices.

*Contact: Phone - TTY, 202 Lexington Avenue, Hackensack, NJ 07601; (201) 489-7889.

Selective Placement Programs Division

This agency monitors/coordinates federal personnel regulations to ensure that handicapped individuals are not adversely affected by architectural, transportation, or attitudinal barriers.

*Contact: Selective Placement Programs Division, Office of Personnel Management, 1900 E Street N.W., Room 7317, Washington, D.C. 20415; (202) 632-5687; (202) 632-6873 TDD.

Telecommunications for the Deaf

Telecommunications makes available closed captioning decoders, distributes teletypewriters, and encourages development of devices/services enhancing telephone communication.

*Contact: Telecommunications for the Deaf, 814 Thayer Avenue, Silver Spring, MD 20785; (301) 589-3006.

Other Resources for Architectural Accessibility

The following organizations can provide technical assistance on barrier removal and accommodation. Brochures and other publications are also available.

American Institute of Architects
c/o Library
1735 New York Avenue N.W.
Washington, D.C. 20006
(202) 626-7300

Architectural and Transportation Barriers Compliance Board
330 C Street S.W.
Room 1010, Switzer Building
Washington, D.C. 20202
(202) 245-1591

Association of Physical Plant Administrators
1446 Duke Street
Alexandria, VA 22314
(703) 684-1446

National Center For A Barrier Free Environment
1140 Connecticut Avenue N.W., Suite 1006
Washington, D.C. 20036
(202) 466-6896

National Task Force on Life Safety and the Handicapped
c/o Edwina Juillet
1015 15th Street N.W., Suite 700
Washington, D.C. 20005
(202) 347-5710

Resources for Accommodation, Compliance, and Equal Opportunity

Titles of resource materials are underlined; the name of the organization is in bold type. This is excerpted with permission from Job-Match: A Process for Interviewing and Hiring Qualified Handicapped Individuals, by Ruth Bragman and Joyce Couch Cole (1984).

Complying with Equal Employment Regulations For Handicapped Persons
Executive Enterprises Publications Co., Inc.
33 West 60th Street
New York, New York 10023
(212) 489-2670

Federal Register Part IV: Equal Employment Opportunity Commission -- Uniform Guidelines on Employee Selection Procedures
This is a free publication from:
Department of Labor
Office of Federal Contract Compliance Programs
Room C-3310
200 Constitution Avenue N.W.
Washington, D.C. 20210
(202) 523-9368

504 of the Rehabilitation Act of 1973 Fact Sheet: Handicapped Person's Rights Under Federal Law
This is a free publication from:
Department of Education
Office for Civil Rights
Washington, D.C. 20201
(202) 732-1473

The Handicapped Requirements Handbook
There is a charge for this publication, from:
Federal Programs Advisory Service
Suite 200
1725 K Street N.W.
Washington, D.C. 20006
(202) 872-1766

Technology and Handicapped People
This is a free document from:
Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402
(202) 783-3238

V. JOB PLACEMENT INFORMATION

Interviewing and Hiring

Job-Match: A Process for Interviewing and Hiring Qualified Handicapped Individuals, by Ruth Bragman and Joyce Couch Cole, is a booklet outlining procedures for interviewing and hiring persons with disabilities, including legal considerations. For example, the section on interviewing clearly states what questions regarding handicapping conditions may or may not be asked during an interview.

Sections of the booklet include: general concerns; questions asked on applications or during interviews; questions asked on medical forms; how to analyze job requirements; how to develop job-related questions; and how to match job requirements with individual abilities.

*Contact: The American Society for Personnel Administration, 606 North Washington Street, Alexandria, Virginia 22314; (703) 548-3440.

Job Search Education

Job Search Education is a workbook to assist people with special needs in finding jobs. The program uses role playing and telephone scripts to teach job-acquisition skills, and focuses on self-directed job acquisition. Price is $6.00.

*Contact: EDI, 47 West 13th, New York, New York 10011; toll-free 1-800-221-9372.

Job Information Hotlines

A number of states, or smaller regions, have toll-free information telephone hotlines that disseminate information on services available to people with special needs. Information can include job search programs, placement agencies, job skill training, and financial resources.

Examples of such information hotlines are: the Job Information Hotline serving Franklin County, Ohio; the statewide toll-free line in Virginia; and the statewide toll-free information line sponsored by the Resource Center for the Handicapped, Washington State.

To learn of the toll-free line in your community, contact your local or state Department of Developmental Disabilities or Vocational Rehabilitation, the local Private Industry Council, or the Equal Employment Opportunity Office nearest you.

VI. SELF-EMPLOYMENT AND SMALL BUSINESS OWNERSHIP

Having a disability should not prevent a person from being self-employed. A number of publications address self-employment for persons with special needs. These include self-help manuals as well as government documents.

The September 1985 issue of **Rehab Brief**, Vol. VIII, No. 9, is titled: "Small Business Ownership: A Viable Option for Career Seekers With Disabilities?" The relevant publications listed below are described in detail. Also, self-employment skills and business organization steps are outlined.

*Contact: Rehab Brief, National Institute of Handicapped Research, U. S. Department of Education, 400 Maryland Ave. S.W., Washington, D.C. 20202.

Businesses That Can Be Owned and Operated By Handicapped Veterans by Associated Enterprise Development, Inc. (1984) is available for $19.95 from Associated Enterprise Development, Inc., 120 Admiral Cochrane Drive, Annapolis, MD 21401; Attn: Book Order Department.

Checklist for Going Into Business by Small Business Administration (1982) can be obtained free of charge from Small Business Administration, Public Communications, 1441 L Street N.W., Room 100, Washington, D.C. 20416.

Enhancing Employability of Handicapped Individuals Through the Potential of Small Business by R. S. Decker (1984) is available for $12.00 from National Rehabilitation Association, 633 South Washington St., Alexandria, VA 22314.

Small Business Enterprises for Workers With Disabilities by the Institute for Information Studies (1982) is available for $12.50 plus $3.00 for postage/handling from Rehab Software, 20121 Ventura Boulevard, Suite 325, Woodland Hills, CA 91364.

Starting and Managing a Small Business of Your Own by Small Business Administration (1982) can be obtained by sending $4.75 to Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

The Special Projects Section of the Small Business Administration can provide some financial assistance to disabled business owners through Handicapped Assistance Loans. This office also guarantees other loans.

*Contact: Small Business Administration, 1441 L Street N.W., Room 100, Washington, D.C. 20416; (202) 331-1346.

VII. COMPUTER TRAINING

Home-Based Job Training

HOMEWORK is a computer-based job training program, designed to serve people with disabilities who would like to work in their home, or who are confined to residential centers. The project offers training in business applications programming.

*Contact: Control Data Corporation, HOMEWORK Marketing, PO Box O, Minneapolis, MN 55440.

Resource Books - Computers

Personal Computers and the Disabled, by Peter A. McWilliams, discusses the general capabilities of personal computers. Included are descriptions of various computer adaptations for people with speech, learning, motor, and visual disabilities. The book is published by Quantum Press/Doubleday ($9.95) and is available in local bookstores.

Personal Computers and Special Needs, by Frank Bowe, describes the access to communication and the independence that computers give persons with disabilities. Modifications and adaptations individuals have made to access their computers are described. This book is available at computer stores, bookstores, or through Sybex Inc., 2344 Sixth Street, Berkeley, CA 94710 ($9.95).

VIII. EMPLOYEE INCENTIVES

Until recently, if a person with special needs had been receiving Social Security Disability Income (SSDI) or State Supplemental Income (SSI) benefits and then began to work, that person lost certain SSDI or SSI benefits. New legislation has eliminated some of these disincentives to employment.

Coordination of SSI/SSDI Benefits

Under Public Law 98-460, certain persons can be gainfully employed and continue to receive either State Supplemental Income or Social Security Disability Income, or a combination of benefits, including medical benefits.

An individual earning up to a certain wage per month (the amount varies from state to state) can continue to receive some SSDI/SSI payments and full medical benefits and in-home support benefits, provided the person: 1) continues to be disabled; 2) otherwise meets all SSDI/SSI income and assets limits; and 3) does not earn over that state's specified maximum gross income per month.

An individual earning over a certain amount per month (again, this varies from state to state) may continue to receive medical benefits and in-home support services (even though SSDI/SSI payments may be discontinued due to the high wage) if: 1) the person continues to be disabled; 2) the person continues to meet all SSDI/SSI income and assets limits; 3) the individual would be unable to continue working if medical benefits were discontinued; and 4) the individual can show that current wages do not equal the lost value of medical and SSDI/SSI benefits.

This law is in effect until December 1987. If you encounter difficulties with a person losing State Supplemental Income or Social Security Disability Income benefits because they are employed, refer to Public Law 98-460, Section 1619(a) and 1619(b). Legislation has been introduced to make 1619 permanent; if you contact your legislator, refer to H.R. 2030.

*Contact: Minority Office, Select Education Subcommittee, U.S. House of Representatives, 1040 Longworth HOB, Washington, D.C. 20515; (202) 255-7101.

Also contact your local Social Security Administration Office, and state or local Department of Vocational Rehabilitation for information specific to your state.

Extended Period of Eligibility (for SSI benefits)

When a person with a disability is first employed, the beginning months of employment and training are considered a trial work period. Under PL 98-460, Sections 1619(a) and (b), the trial work period was extended to fifteen consecutive months. If an individual's income drops below the minimum specified in the state in any month of the Extended Period of Eligibility or first fifteen months of employment, that person is automatically eligible for SSI payments without having to reapply for cash benefits.

For example, suppose an individual is eligible for all State Supplemental Income (SSI) benefits and is a resident of California. That person becomes gainfully employed and earns $1,000 per month. He/she can continue to receive medical benefits under Section 1619(a) and some SSI payments. (In California, the maximum earning is $1,093; if an individual earns more than that, he/she would no longer be eligible for SSI benefits.) Then, in the eighth month of employment, that individual becomes ill and receives under $300 gross per month. (That is the minimal amount under California SSI law.) That individual would automatically be eligible for full SSI benefits, without having to apply again for cash benefits.

The minimum and maximum amounts earned vary from state to state.

*Contact: your local Social Security Administration Office.

Plan for Achieving Self-Support

The Plan for Achieving Self-Support (PASS) is a program which allows an individual to continue to be eligible for SSI/SSDI and Medicaid benefits, while earning and accumulating income which would, without PASS, prevent that person from being eligible for the benefits. PASS is an individualized plan, approved by a local Social Security Administration Office.

The individual is allowed to save earnings toward a specific work-related goal, such as tuition for additional training or education; purchase of equipment related to work, such as a computer, special wheelchair, adapted mechanical tools; or savings to open a business. The amount saved each month is not counted as part of the individual's income; this reduces the total income and so the individual remains eligible for SSI/SSDI benefits.

*Contact: your local Social Security Administration Office for specific details, and to develop and approve your written PASS.

Tax Deductions for Persons With Disabilities

Income tax deductions are allowed for payment for certain materials and services that are necessary for maintaining the health, independent living, and employment of a person with a disability. Medical services are valid deductions, as are assistive devices such as a wheelchair. In some cases, specialized training for employment may be a tax deduction.

*Contact: your local Internal Revenue Service; or contact Office of the Counsel General, Internal Revenue Service, 1111 Constitution Avenue N.W., Room 4320, Washington, D.C. 20224; (202) 566-4473.

Federal Support Booklet

The Clearinghouse on the Handicapped, Department of Education, has published a booklet which outlines federally-funded programs and federal support. A Pocket Guide to Federal Help for the Disabled Person is available free of charge.

*Contact: Clearinghouse on the Handicapped, Department of Education, Office of Special Education and Rehabilitative Services, Room 3132 Switzer Building, 330 C Street S.W., Washington, D.C. 20202.

IX. FILMS & VIDEOTAPES ON EMPLOYMENT/ACCESSIBILITY

A number of films and videotapes are available which show people with disabilities who are competitively employed or demonstrate the need for architectural access and job accommodation.

These films and videotapes can be shown to employers and the general public for education and awareness purposes. Seeing an actual situation of non-disabled and disabled employees working together will sometimes make the idea more plausible to an employer. Often, fear of the unknown will prevent an employer from hiring a qualified person who has a handicap; a videotape or film, which provides a visual image, can dispel some of those fears.

Employment of Mentally Restored Persons

Several videotapes are available from the National Institute of Mental Health. These videotapes are available to programs and persons working in the field of mental health. The tapes feature former mental patients who are now gainfully employed, and also provide a view of a psychosocial rehabilitation program.

Individuals and programs can receive a permanent copy of these videotapes by sending blank tapes to the National Institute of Mental Health. The Institute will duplicate their original tapes, and return the copies. There is no charge for this service.

*Contact: Donald Coleman, Division of Communications & Education, National Institute of Mental Health, Room 14C-05, 5600 Fishers Lane, Rockville, MD 20857.

Employment/Accessibility/Accommodation

Rehabfilm is a division of the Media Department of Rehabilitation International USA. A number of films are available, both 16mm and videotape. Most films/videotapes can be rented, and several can also be purchased. The cost varies; most films can be rented for $30-$40 by members, $50-$60 by non-members. However, some of the films can be borrowed at no cost.

The films and videotapes cover a wide range of topics. Brief descriptions of some of the films are:

- Architectural barriers which affect everyone.
- Working members of the Deaf/Blind and Rubella Handicapped Association.
- Cases of three totally blind workers in varied employment.
- Discussion with Dr. Frank Bowe of the Architectural Barriers Compliance Board on attitudes of employers.

- Two films on rehabilitation/employment in Japan (produced in Japan).
- Businesses' response to needs of disabled employees.
- Attitudes of employers toward prospective employees with disabilities (Australian).
- Employment of persons with disabilities in Puerto Rico -- English and Spanish versions available.

Rehabfilm has compiled an extensive film catalogue which includes a review of each film listed.

*Contact: Rehabfilm, Rehabilitation International USA, Suite 704, 1123 Broadway, New York, NY 10010.

X. LEGISLATION RELATED TO EMPLOYING PERSONS WITH DISABILITIES

This section is excerpted with permission from "Summary of Selected Legislation Relating to the Handicapped: 1980-82 & 1983-84," Programs for the Handicapped, by Betty Schmidt (1983, 1985).

TRANSITION/VOCATIONAL EDUCATION

Vocational Education Act of 1984 (PL 98-524)

This reauthorizes the Vocational Education Act. Included are provisions for: 1) use of 10% of a state's formula grant allotment for vocational education services for students with disabilities; 2) maintenance of one-to-one state/local federal dollar matching; 3) use of state/local funds for basic cost plus at least 50% of excess costs associated with vocational education for students with disabilities, while federal funds may only be used for 50% of excess expenses; 4) assurance of rights and protections under PL 94-142 for vocational education; 5) required collection of data on quality of vocational education for students with disabilities; and 6) in-state distribution of federal funds.

Education of the Handicapped Act Amendments of 1983 (PL 98-199)

This amends Education of the Handicapped Act (PL 94-142) by: 1) setting a yearly spending ceiling; 2) including special education and related services for children from birth to age three (at individual states' discretion); 3) establishing grant authority for transition projects; and 4) establishing grant authority for parent training projects. Other changes include increasing dissemination responsibility of regional resource centers, and establishing the Office of Special Education Programs.

EMPLOYMENT

Deficit Reduction Act of 1984 (PL 98-369)

The Deficit Reduction Act extends two tax credits to employers hiring workers with disabilities: 1) Targeted Jobs Tax Credit, described in "Monetary Incentives"; 2) tax deductions for removal of architectural barriers in places of business, described in "Job Access and Accommodation." Authorization was extended to December 31, 1985; it has been proposed to Congress that these deductions be extended to 1990.

Job Training Partnership Act (PL 97-300)

This law established programs to provide job training for economically disadvantaged individuals and other persons facing serious barriers to employment. Under this law, a handicapped

person is defined as "any individual who has a physical or mental disability which for such individual constitutes or results in a substantial handicap to employment." The Job Training Partnership Act (JTPA) is also described in the section of this manual titled "Monetary Incentives."

Personal Assistants for Handicapped Employees Act (PL 96-523)

This Act permits Executive agencies, the Library of Congress, and civil service agencies to employ personal assistants for employees with handicaps. Volunteers may also serve as personal assistants, as well as relatives of the employee.

HOUSING/AIDS FOR EMPLOYMENT

Housing and Community Development Technical Amendments Act of 1984 (PL 98-479)

PL 98-479 amends the Housing Act of 1937. The new law broadens eligibility and rental payment determinations for public housing for handicapped persons by deducting costs of attendant care and auxiliary aids necessary for employment which are in excess of 3% of the family's adjusted gross income.

INCOME MAINTENANCE LEGISLATION

Social Security Disability Benefits Reform Act - 1984 (PL 98-460)

This Act authorizes, until June 1987, the provisions that allow an individual to be gainfully employed and continue to receive Social Security Disability Income and SSI benefits, as described in this manual under "Employee Incentives." Other provisions are requirements that 1) the combined impact of all of an individual's impairments be considered in determining eligibility; 2) delay periodic review of mentally impaired individuals until criteria can be established to measure ability to be competitively employed; 3) provide temporary standards for evaluating pain and other symptoms for eligibility determination; and 4) require publication in the Federal Register of regulations regarding SSI and Social Security Disability Income determinations; and a number of other provisions.

Social Security Minimum Benefits (PL 97-123)

PL 97-123 restores the Social Security minimum benefit for all people eligible for benefits prior to January 1, 1982. The first six months of sick pay benefits will also be considered as covered wages and therefore subject to Social Security payroll tax (sick pay includes payment for short-term disability under sick leave and certain insurance plans, except for Workers' Compensation payments).

Social Security Disability Amendments of 1980 (PL 96-265)

This law contained provisions related to persons receiving Social Security Disability Insurance (SSDI) and State Supplemental Income (SSI) benefits; initially, an individual could receive benefits during the first 12 months of employment, but subsequent legislation has extended the period considered "trial work" to fifteen months. See the section "Employee Incentives."

TRANSPORTATION

Surface Transportation Assistance Act of 1982 (PL 97-424)

PL 97-424 authorized funding, through fiscal year 1986, for the continuation of transit services for elderly and handicapped individuals. Also, the proportion of total urban discretionary grants that can be set aside for the elderly and the handicapped was increased from 2 to 3.5%.

VOCATIONAL REHABILITATION

Rehabilitation Act Amendments of 1984 (PL 98-221) and (PL 98-527)

PL 98-221 amends and extends the Rehabilitation Act of 1973 and the Developmental Disability Assistance and Bill of Rights Act. Major provisions under PL 98-221 are: 1) the Architectural and Transportation Barriers Compliance Board will continue for three years (until 1987); 2) all programs except the state grant portion of the Rehabilitation Act were extended through fiscal year 1986; 3) the state grant portion is extended through FY 1986, and automatically extended through FY 1987 if the program is not reauthorized before September 1986; 4) the National Council on the Handicapped was established as an independent agency under the federal government, rather than under the Department of Education; 5) mandates were established for the Rehabilitation Services Administration annual report and data collection; 6) evaluation standards will be developed to assess existing independent living centers and projects with industries, and evaluations must be completed by February 1, 1986; and 7) authorizations for the four Developmental Disability Assistance and Bill of Rights Programs were increased for FY 1984. **These programs were extended through FY 1987 by PL 98-527.**

Omnibus Budget Reconciliation Act of 1982 (PL 97-35)

Some of the provisions of PL 97-35 have since been amended by PL 98-221. The other major provisions of PL 97-35 amend the financing mechanism of the Social Security trust fund. Now, trust fund reimbursement for Vocational Rehabilitation services is allowed only after it can be demonstrated that disabled beneficiaries have engaged in "substantial gainful activity" for nine continuous months.

XI. LEGAL ASSISTANCE AGENCIES

Section 142 (a) of Public Law 98-527 is a federal mandate that requires the establishment of protection and advocacy agencies. Each state should have a system of protection and advocacy to provide legal assistance/advocacy and assist in protecting the rights of individuals with disabilities.

Protection and advocacy organizations differ from state to state. Some protection and advocacy agencies are affiliated with the Governor's Office. Other agencies may be part of a community-based agency. To learn more about the P & A agency in your community,

*Contact: your local Social Security Administration Office, Equal Economic Opportunity Office, or Governor's Office.

If you cannot find information about your community's protection and advocacy agency, try calling the local crisis telephone line. Crisis intervention lines usually have very accurate and up-to-date information and referrals.

Specific Legal Assistance Agencies

American Bar Association
and
The American Bar Association's Commission on the Mentally Disabled
750 N. Lake Shore Drive
Chicago, IL 60611
(312) 988-5000

The American Bar Association's Commission on the Mentally Disabled formulates policy on mental disability issues and monitors legal developments affecting developmentally disabled persons.

Disability Rights Center
1346 Connecticut Avenue N.W., Suite 1124
Washington, D.C. 20036
(202) 223-3304

The Disability Rights Center is a public interest research group committed to protecting and enforcing the legal rights of disabled citizens. As a consumer advocate, the center monitors medical devices and equipment.

Disability Rights Education and Defense Fund
2032 San Pablo Avenue
Berkeley, CA 94702
(415) 644-2555

This organization trains state and local government officials, attorneys, and judges on disability rights compliance requirements. Staff also provide legal services and technical assistance.

Legal Services Corporation
733 15th Street N.W.
Washington, D.C. 20005
(202) 272-4000

This agency supports local legal services for the poor. Handicapped individuals meeting financial eligibility guidelines can receive services at no cost.

Mental Disability Legal Resource Center
American Bar Association
1800 M Street N.W.
Washington, D.C. 20036
(202) 331-2240

The Center provides comprehensive reviews of recent court decisions and legislation affecting mentally disabled and developmentally disabled persons.

Mental Health Law Project
2021 L Street N.W., Suite 800
Washington, D.C. 20036
(202) 467-5730

This project clarifies, establishes, and enforces the legal rights of mentally and developmentally disabled persons.

National Association of Protection and Advocacy Systems
CN-850
Trenton, NJ 08625
(609) 292-9742

This association is comprised of state directors to further the civil and legal rights of disabled persons and to advance interests of protection and advocacy programs.

National Legislative Council for the Handicapped
P.O. Box 262
Taylor, MI 48180

The Council conducts research and advisement on local, state, and federal elections and endorses public officials who support legislation concerning handicaps. This is also an information center.

Office for Civil Rights - Department of Education
330 C. Street S.W., Room 5000
Washington, D.C. 20202
(202) 732-1213

This office administers and enforces civil rights laws related to education of people with handicaps and provides Section 504 technical assistance.

Office for Civil Rights - Department of Health and Human Serv.
330 Independence Avenue S.W., Room 5156 North Building
Washington, D.C. 20201
(202) 472-7937

This office is responsible for investigating discrimination on the basis of race, creed, color, age, national origin, or mental or physical handicaps in programs receiving assistance from this Department.

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EVALUATION FORM

Please assist us in improving this manual by completing the questionnaire below and returning it to us.

Please circle your response.	Strongly Agree	Agree	Disagree	Strongly Disagree	No Opinion
1. The manual is well organized.	1	2	3	4	5
2. The information is useful.	1	2	3	4	5
3. I will recommend this manual to others.	1	2	3	4	5
4. I will use this manual to locate/motivate employers to hire individuals with disabilities.	1	2	3	4	5

5. Please describe the most useful or relevant aspect of the manual.

6. Please list any recommendations or changes you would suggest.

7. Any further comments:

Thank you for taking the time to complete this questionnaire.
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